

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Meeting Minutes - 4 August 1988

FROM

Chm ILSP Working Group, Rm 3E14 Hqs

EXTENSION

NO. OL 10266-88

DATE 16 August 1988

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TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1

NBPO Rep. 3E24 Hqs.

16 *[Signature]*

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FORM  
1-79

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USE PREVIOUS  
EDITIONS

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8 August 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

FROM:

  
Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 4 August 1988

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1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 4 August 1988. The following representatives were present:

ILSP  
ILSP  
ILSP  
DS&T Alternate  
ILSP  
OIT/EG/CED  
OIT/CED/SI  
DI/MPSS  
OL/FMD  
DCI Admin  
OMS  
OTE/AD  
OS/HSD  
DO Representative  
OIT Alternate  
OSWR  
OIT Representative  
OS Alternate  
OEA Logs  
NESA

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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved without comments.

NESA asked for a clarification of the support provided by BSB to components moving into the NHB. [ ] said that he will have [ ] brief this subject at the next ILSP WG meeting.

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### 3 OL Topics

- A. [ ] briefed the latest ILSP Schedule (See Attachment 2) and said that the OIT phone operators, the 2nd and 5th floor ISCs, and 98% of OTS have been moved as of now. The OSWR move is scheduled to start 8 August 1988. Some components, (NESA and OEA) who are scheduled to move within the next two months have requested specific weekends for their move and they have been scheduled accordingly. Moves are continuing on schedule.
- B. [ ] also briefed the NHB Fit-up and Survey work status (Attachment 3). Work is proceeding on schedule. AF 35% design approval has slipped until 10 August 1988 because of structural changes and turnaround time on revised drawings. OTE asked about the status of their request for NHB space for secretarial training. HCS is looking at the requests and an answer will be coming shortly. An inquiry was also made about coat hangers for the NHB. [ ] is looking into the problem of attaching coat hangers and will respond in the near future.
- C. [ ] gave a report on Carpet, Partition, and Furniture progress. The installation of these items is on schedule. Pictures are being taken of new work stations to establish a historical file of the NHB space layouts.

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D. OL Issues/Concerns

- 1) Components were asked to request only "operational necessity" changes during the first 30 days after moving into their new areas. Cosmetic changes can be requested after that time period.
- 2) Furniture and partition moves should be requested via FMD work orders. Components must not move their own furniture or partitions.
- 3) A request was made to have an Allied person assigned to a component for the first few days after move. Allied personnel are available during and after the move period, but they are not assigned fulltime to specific components.
- 4) OEA said they have an additional person moving into the NHB who was not included in original plans. They should submit their requirements for this person, and ILSP will look into possible solutions.
- 5)  asked about whether there would be a final walk through with the customer, about the status of filling the gaps between offices on perimeter walls, and about door releases and buzzers. He was told that the customer would be included in the final walk through, and that work orders were under way to fill gaps and install door buzzers and releases.
- 6) There were no other OL Issues/Concerns.

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4. OIT Topics

- A. Final work was being completed on OSWR wiring. OIT checks with newly moved components the morning after the move and will attempt to quickly resolve any discovered problems. Components were reminded that if they disconnect phones, the phones will go out of service and will require a technician to reconnect.
- B. The next scheduled move on the Labor Day weekend will cause a 2 day outage for DI. The move and outage will be further publicized in the coming weeks.

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C. The morning after the move check by OIT results in 2 lists of problem areas. One list is for critical (high priority) items, and one list is for routine items. After the move, routine problems will be resolved through normal service channels.

D. There were no new OIT issues/concerns.

5. OS Topics

A. OS reported that the alarm work for the OSWR move is complete and all other alarm work is on or ahead of schedule.

B. OS thanked OIT for their successful efforts to wire the PASS machines in the NHB.

C. There were no new OS issues/concerns.

6. OMS Topics

A. OMS had nothing to report.

7. General Issues or Concerns

A. A request was made by DI to provide a rundown on cafeteria expansion project operations. The response was that the cafeteria expansion is on schedule, and that Phase II of the expansion will continue after the OSWR move. More demolition will take place and construction bids will go out by the end of August. No decision has been made as to national food chains taking part in the new cafeteria "fast food section".

B. OL confirmed that the NHB DI conference rooms will be ready by 8 August 1988.

C. The AF funding situation related to NHB furniture has not been straightened out. OL and AF budget people are talking about how to resolve the funding problem.

D. DA, DCI, and DS&T Representatives had no new general issues or concerns.

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8. There were no open Action Items to review.

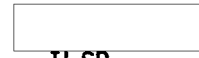
9. Action Items Assigned

ILSP-63 Provide a list of the responsible person and phone number for each component office that is moving to NHB.

  
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ILSP-64 Show the film of the NHB Construction at a future ILSP WG meeting.

  
ILSP

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10. The next ILSP WG meeting is scheduled for 18 August 1988 at 1000 in 3E14 HQs.



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ILSP WORKING GROUP

AGENDA

4 August 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

- Overview of ILSP Schedule
- Status of NHB Fit-up Work
- Status of NHB Survey Work
- Carpet, Partition & Furniture Progress Report (Mo Norton)
- Issues/Concerns?

- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB
- Status of Computer Systems relocation
- Issues/Concerns?

- OS TOPICS

- Status of Alarm work in NHB
- Issues/Concerns?

- OMS TOPICS

- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 18 August 1988, 10:00 3E14 HQS

011-0L-0S NORTH TOWER SCHEDULE

		COMPLETION DATES						
NORTH Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT Under Floor Work	OL Carpet/ Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Working
Ground	OTS	COMPLETE						
	OL	030188*	031888*	051388*	051388*	082988	090688	051388*
	OP	080888	082988	120288	013089	020689	021389	020689
1st	OTS	COMPLETE						
	OIT u	041188*	042088*	071188*	081188	082388	083088	081888
	OIT m	COMPLETE						
2nd	OTS	COMPLETE						
	OIT xyz	033088*	042088*	070888*	081188	082388	083088	051388*
	OIT h	041188*	042088*	071588*	081288	090288	091288	051388*
	OIT	030788*	032388*	050788*	070788*	083088	091588	051388*
	OIT isc	COMPLETE						
	OSO	061088*	062088*	070888*	091588	092288	092988	042988*
3rd	OSWR	102387*	102387*	050288*	062488*	071588*	080588	051388*
	OTS	COMPLETE						
4th	OSWR	102687*	021088*	050288*	072288*	071588*	080588	051388*
	OIT	030188*	031588*	052088*	090788	090988	091688	051388*
	OP	062388*	072988*	102488	112288	113088	120788	113088
	PPS	072288*	092288	122088	011889	020289	020989	012589
	OIS	030188*	031588*	050988*	072988*	083088	090788	051388*
	OIT 12	051188*	060388*	071288*	091388	100488	101288	051388*
	OIT 30	051188*	061088*	080888	091288	100388	101188	051388*
5th	OSWR	111387*	112087*	050288*	072088*	072988*	080588	051388*
	MPSS	020188*	020988*	041588*	071588*	071988*	080488	051388*
	OIT isc	COMPLETE						
6th	NESA	COMPLETE						
	OEA	COMPLETE						
	DITF	012188*	012888*	041188*	070888*	071888*	080388	051388*

UNCLASSIFIED

# Integrated Logistics Support Program CY 1988 Occupancy Schedule

ACTIVITY	RESP. PERSON	1988							LATE
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	
OIT Phone Operators									NO
ISC - 2nd Floor									NO
OTS									NO
ISC - 5th floor									NO
OSWR									NO
NESA									NO
OEA									NO
MPSS									NO
BSB, CAD, NBPO, OIT									NO
OTE Classrooms									NO
OMS Infirmary									NO
OIT Offices & ISCs									NO

# Integrated Logistics Support Program CY 1989 Occupancy Schedule

ACTIVITY	RESP. PERSON	1988	1989							LATE
		DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
OIG										NO
OSO/SPD										NO
OGC										NO
OSWR/NAASW										NO
OSWR/TTAC										NO
DO/IMS ISC										NO
SE										NO
AF										NO
PPS										NO
OP										NO
OL										NO
OS										NO
OF										NO

FIT-UP WORK IN THE NEW HEADQUARTERS BUILDING

- \* CONSTRUCTION IN OSWR EQUIPMENT ROOMS COMPLETE
- \* OGC CONSTRUCTION ON SCHEDULE - DUE 9 SEPTEMBER
- \* OIG CONSTRUCTION ON SCHEDULE - DUE 8 SEPTEMBER
- \* OTE RENOVATIONS ON SCHEDULE - VARIOUS DUE DATES
- \* OP - 100% DRAWINGS WERE COMPLETED 1 AUGUST
- \* PPS - 100% DRAWINGS COMPLETED 22 JULY
- \* OSO CONSTRUCTION ON SCHEDULE - DUE 1 SEPTEMBER
- \* AF - 35% DESIGN APPROVAL IS DUE 5 AUGUST

SURVEY WORK IN THE NEW HEADQUARTERS BUILDING

- \* OS - REQUIREMENTS PHASE STARTED 2 AUGUST
- \* OL - REQUIREMENTS PHASE WORKING TOWARDS 35% DESIGN